

# Truck Driver

Lincoln County

Highway Department

## POSITION SUMMARY

Under the supervision of the Road and Bridge Supervisor, the Truck Driver is a non-exempt position under FLSA. This position performs semi-skilled work in the operation of trucks and department equipment. This employee should possess excellent organizational, communication, and public relation skills. This is a safety sensitive position and is subject to random drug and alcohol testing.

## ESSENTIAL FUNCTIONS

- Loads and unloads trucks with material, machinery, and equipment;
- Performs pre-trip inspections and walk arounds;
- Reports all equipment repair and maintenance needs to Office Manager;
- Responsible for timely hauling of material, machinery and equipment to work site and other locations;
- Responsible for hauling of refuse trailer for disposal outside of Lincoln County;
- Works with citizens and governmental entities in the construction, maintenance, and repair of county roads;
- Assists with the construction and maintenance of county roads and bridges using trucks and heavy equipment;
- Maintains accurate daily log of all work completed;
- Responsible for maintenance of department equipment;
- Performs snow removal duties and installs snow fences.

## MARGINAL FUNCTIONS

- Assists with installing traffic control devices and provides traffic control where necessary;
- Operates two-way radios;
- Assists with painting duties;
- Assists with tree trimming, tree removal and other vegetation control duties;
- Attends and participates in training and educational sessions for department employees;
- Assists other county departments as required;
- Performs yard and shop maintenance;
- Assists with Emergency Preparedness response as assigned, according to chain of command;
- May be required to work overtime in emergency situations ex. snow, flood or oiling;
- Performs other duties as deemed necessary or assigned.

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**EXPERIENCE:** One or more years of similar or related experience is preferred. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.

**EDUCATION:** High school diploma or GED is required. A valid Class "A" Commercial Driver's License is required.

**TECHNICAL SKILLS:** A thorough knowledge of rules and regulations and laws for safe operation and driving of commercial vehicles is required. This employee must possess strong mechanical skills. The ability to operate loaders, graders, trucks, and other heavy equipment is preferred. The ability to understand and interpret written instructions, maps, schematics, manuals, reports, regulations, and other written material is required. A thorough knowledge of the physical layout of Lincoln County is required. This employee should have excellent organizational, public relations, and oral and written communication skills.

**PROBLEM SOLVING:** Independent problem solving is a major factor in this position. This employee may encounter problems with equipment malfunctions and adverse weather.

**DECISION MAKING:** Independent decision-making is a factor in this position. This employee makes decisions about proper maintenance and repair of equipment, and performing daily duties in the most efficient manner.

**SUPERVISION:** This employee works under the supervision of the Road and Bridge Supervisor. This employee does not exercise any supervisory responsibilities over subordinate personnel.

**FINANCIAL ACCOUNTABILITY:** This employee is responsible for county equipment and resources.

**PERSONAL RELATIONS:** Frequent contact with the general public, co-workers, and supervisory personnel is expected.

**WORKING CONDITIONS:** Some adverse working conditions exist within this position. Exposure to heavy machinery, hazardous chemicals, and excessive noise is expected

**PHYSICAL REQUIREMENTS:** Manual labor including lifting and carrying heavy objects and ability to operate department equipment is required daily in this position.

**ATTENDANCE:** Employee must be at their job performing essential duties on a regular and continuing basis with no excessive absences. Employee must report absences and schedule days off as soon as possible to supervisory staff.

## Truck Driver Job Guidelines

### TASK – Perform Daily Equipment Check

- Check tires and put air in if needed. Report any problems to the Office Manager.
- Check fluid levels, engine oil, hydraulics, brakes, transmission and filters.
- Check engine for leaks and report any problems to the Office Manager.
- Check engine for noise and report any problems to the Office Manager.
- Check steering and operation of all hydraulics and gauges and report any problems to the Office Manager.
- Check battery, battery water and belts and report any problems to the Office Manager.
- Add battery water, oil and fluids as needed.

### TASK – Road Work

- Hauling of sand, rock, gravel and dirt, etc.
- Keep accurate record of tons hauled, road location and mileage.
- Cutting and trimming trees, brush and other vegetation, mowing grass, chipping trees/brush and spraying weeds, trees and other vegetation.
- Replacing signs.
- Erecting snow fence, plowing snow and spreading salt/sand when necessary.
- Assist bridge crew with bridge and culvert repair and installation when necessary.
- Assist with chip sealing roads.

### TASK – Other Yard Labor

- Clean-up yard, lots and shop when needed.
- Perform general utility work.
- Assists with painting duties.